

## OSAP 600.09.1 ANNEX A – STAFF ASSISTANCE VISITS

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### FINANCE/ADMINISTRATION/PURCHASE

### SEMI ANNUAL VISIT GUIDELINES DEMO-E

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#### VISIT DATES

DCBA 5/Dependent Education Management will visit DND Dependants School Overseas during the Month of November and May to carry out semi annual staff assistance visits and conduct required one-on-one interviews necessary to ensure objectives of OSAP 600.01.1 –*Semi-annual visits to DND Dependants Schools Overseas* are met..

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#### REPORT

Completed summary of such visits, being guided by this OSAP 600.01.1- *Semi Annual visit to DND Dependants Schools Overseas* is to be prepared within 30 days of the visit.

Principal, 14 days prior to the semi annual staff assistance visit forward an email to all staff member drawing to their attention the date of the visit, OSAP 600.09.1 – *Semi-annual visit to DND Dependants School Overseas and Annexes* and invite their participation and input to the visit and if desired, a one-on-one meeting with DCBA 5/Dependent Education Management

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OSAP REFERENCE	TITLE	REVIEW WITH	COMMENTS / QUESTIONS/ACTION REQUIRED
<b>REGULATIONS AND ORGANIZATION</b>			
100.1	Canadian Forces Overseas Schools Order made by Order in Council	Principal – ✓ <input type="checkbox"/> Understanding of Order in Council, Organization, Policy and channel of communications. .	
	Leadership Meeting	Leadership meetings will be held in November and May of each school year. During SAV obtain agenda item from the principal and/or school staff. Issue Leadership meeting agenda using OSAP 100.03.1 as a guide to 'agenda format'	
Agenda for Meeting will be prepared by DEMO-E prior to end of October for fall meeting and end of April for Spring Meeting. Meetings with alternate between schools and be hosted by the applicable principal.			
100.2 September Staff Assistance Visit only	Pedagogical Advisor staff assistance visit in November	Principal/Teachers – questions about visit, interviews requested during visit, educational topic that needs to be addressed during visit.	

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	DCBA 5/ Staff Assistance Visit in November	Principal – <ul style="list-style-type: none"> <li>✓ <input type="checkbox"/> Review OSAP 100.02.1 and applicable Annex dealing with previous report done on the school.</li> </ul>	
100.3	School Committee	Principal <ul style="list-style-type: none"> <li>✓ <input type="checkbox"/> Review OSAP 100.03.1 and the applicable school OSAP. Questions about the school committee.</li> </ul> Office File – <ul style="list-style-type: none"> <li>✓ <input type="checkbox"/> Review school committee files held by the School principal/secretary to ensure compliance with OSAP 100.03.1</li> </ul>	
<b>CLASSROOM MANAGEMENT</b>			
200.1	Day to Day Timelines	Principal – <ul style="list-style-type: none"> <li>✓ <input type="checkbox"/> Review daily, monthly and for months of August to March timelines.</li> </ul> Teacher – <ul style="list-style-type: none"> <li>✓ <input type="checkbox"/> ensure teachers are receiving timelines that requires their action.</li> </ul> AFNORTH DELC- <ul style="list-style-type: none"> <li>✓ <input type="checkbox"/> Review daily, monthly and August to March timelines as outlined in OSAP 200.01.1</li> <li>✓ <input type="checkbox"/> School Secretary – review daily, monthly and for months of August to March timelines</li> <li>✓ <input type="checkbox"/> Review channel of communications as outlined in OSAP 200.01.2. Principals should review periodically at staff meetings.</li> </ul>	
200.2	General Information – AFNORTH/SHAPE Schools	Principal/School Staff <ul style="list-style-type: none"> <li>✓ <input type="checkbox"/> Review to ensure information is current and meets the needs of parents and new staff.</li> </ul>	
200.3	Admission	School Secretary/AFNORTH DELC-C – <ul style="list-style-type: none"> <li>✓ <input type="checkbox"/> Review admission forms and files In September,</li> <li>✓ <input type="checkbox"/> Verify Student Count as outlined in required in OSAP 200.03.1 – Admission requirements</li> </ul>	

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		Review School student count ✓ <input type="checkbox"/> As required in OSAP 200.03.7 and Annexes and OSAP 200.03.9 and Annex, as applicable	
200.6	Staff Expectations	Principal – ✓ <input type="checkbox"/> review requirements of complete series of OSAPs. ✓ <input type="checkbox"/> Ensure all staff are aware and familiar with the OSAP 200.6 series ✓ <input type="checkbox"/> Ensure OSAP 200.6 series was an agenda item for the first staff meeting of the new school year. ✓ <input type="checkbox"/> Ensure Administrative support staff are familiar with and understand their commitment to the OSAP 200.6 series. Briefings, ✓ <input type="checkbox"/> If it is felt it is required or if the principal requests, conduct a briefing with all staff members on subject matter of 200.6 series	
200.7	Classroom Expectations	Principal – ✓ <input type="checkbox"/> Determine how teachers, occasional teachers and teacher assistants are briefed on expectations i.e. staff meetings, emails, staff newsletters.	
		Review ✓ <input type="checkbox"/> via the Dependent Education Management web site expectations with new LOSA teachers. Provide feedback/questions from teachers	
200.8	Evaluation	Principal – ✓ <input type="checkbox"/> Review timelines for teacher evaluation and advise of any questions regarding OSAP 200.08.1	
200.10	Occasional Teacher	Principal ✓ <input type="checkbox"/> Review conditions and terms of employment and ensure the 19-day rule is understood. ✓ <input type="checkbox"/> Review Occasional teacher list.	
		Files – ✓ <input type="checkbox"/> Review occasional teachers files held by the school.	

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		School Secretary/AFNORTH DELC-C	
		– ✓ <input type="checkbox"/> Review OSAP forms in use	
200.11	Teacher Assistants	Principal - Review conditions and terms of employment - Review Teacher Assistant list.	
200.13	School Calendar	Review school calendar files	
200.14	Curriculum and Student Expectations	Principal – ✓ <input type="checkbox"/> Agenda items for Leadership meeting. ✓ <input type="checkbox"/> AFNORTH review timelines for required Ontario Ministry information. Review report card administration	
200.15	Field Trips	✓ <input type="checkbox"/> Review Field trip file as to compliance with OSAP 200.15.1 and Annexes. ✓ <input type="checkbox"/> Obtain list of proposed field trips for Leadership meeting	
200.17	Student Records	Review administrative procedures outlined in OSAP 200.17.1 and OSAP 200.17.2	
200.18	Ontario Student Transcript	Review automated procedures	
200.19	Associations	Meeting with President of OTA and obtain agenda items for DCBA5/Dependent Education Management visit.	
200.20	Professional Development	Review file	
<b>TEACHER CONTRACT AND BENEFITS</b>			
300.1	Teacher Selection	Principal – ✓ <input type="checkbox"/> Review OSAP 300.01.1 ✓ <input type="checkbox"/> November Leadership meeting agenda item	
300.2	Teacher Contract – Loan of Service Agreement	✓ <input type="checkbox"/> September - Brief – new teachers on LOSA contract	

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		<ul style="list-style-type: none"> <li>✓ <input type="checkbox"/> Determine with the principal if a LOSA briefing is required at next staff meeting</li> </ul>	
300.3	Sponsorship Program	<ul style="list-style-type: none"> <li>✓ <input type="checkbox"/> Review sponsorship program with new LOSA contract teachers</li> <li>✓ <input type="checkbox"/> Review each Annex with new LOSA contract teacher as to value and if improvement amendment is required.</li> </ul>	
300.4	Moving to Europe and Moving from Europe	<ul style="list-style-type: none"> <li>✓ <input type="checkbox"/> September - Conduct one-on-one interview with new LOSA teachers as to question in Appendix 1</li> <li>✓ <input type="checkbox"/> April - Conduct one-on-one interview with departing</li> <li>✓ <input type="checkbox"/> LOSA teachers as to question in Appendix 1</li> <li>✓ <input type="checkbox"/> As a result of interview make recommendations as to improvement to OSAP 300.4 series.</li> </ul>	
300.5	Teachers Foreign Service Benefits under Military Foreign Service Instruction	<ul style="list-style-type: none"> <li>✓ <input type="checkbox"/> Ensure new LOSA teachers have a good understanding of Foreign Service Benefits.</li> <li>✓ <input type="checkbox"/> Determine with the principal if a Foreign Service briefing is required at next staff meeting</li> </ul>	
300.6	Health Care	Provide information and answer questions, as required.	
300.7	LOSA Teachers Absence Policy	<ul style="list-style-type: none"> <li>✓ <input type="checkbox"/> Review file</li> <li>✓ <input type="checkbox"/> If required, answer question and/or brief on compassionate travel.</li> <li>✓ <input type="checkbox"/> Meet with President of OTA and Principal to ensure a total understanding of Compassionate travel</li> <li>✓ <input type="checkbox"/> Set up and ensure the school has a “compassionate travel kit” available. “Compassionate travel kit” to include copy of applicable OSAP, OSAP forms, Telephone number for Europe school, Dep Ed Sp C and DCBA 5/Dependent Education Management Office in</li> </ul>	

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OSAP REFERENCE	TITLE	REVIEW WITH	COMMENTS / QUESTIONS/ACTION REQUIRED
		Ottawa. ✓ <input type="checkbox"/> Review OSAP 300.07.1 Annex C –Principal’s Monthly attendance report	
<b>SCHOOL TRANSPORTATION</b>			
400.1	School Transportation	Review school transportation policy	
<b>SAFE SCHOOL EXPECTATION</b>			
500.1	Discipline	Principal – ✓ <input type="checkbox"/> Ensure principal has an up-to-date phone list of personnel that may be required in regards to administering the “ <i>Safe School Expectations</i> ”	
<b>FINANCE/ADMINISTRATION/PURCHASE</b>			
600.1	Business Planning	Review file. Agenda item for Leadership Meeting	
600.2	Financial Services	Review file. Review procedures with Principal.	
600.3	Travel and Claims	Review policy with Principal and school secretary.	
600.4	Correspondence Management and Files Numbers	✓ <input type="checkbox"/> Review file system in use by the school and ensure compliance with file numbers found at OSAP 600.04.02.  ✓ <input type="checkbox"/> Review correspondence administrative procedures with School Secretary and Principal  ✓ <input type="checkbox"/> Review office procedures in place	
600.5	Electronic Calendar Management	Review electronic calendar with Principal, School Secretary and AFNORTH DELC-E. Ensure compliance with OSAP requirements	
600.6	Annual Education Reports	Review OSAP 600.06.1 Annex A and B as to compliance with OSAP requirements	

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OSAP REFERENCE	TITLE	REVIEW WITH	COMMENTS / QUESTIONS/ACTION REQUIRED
600.7	Purchase orders for finance/administration	Review with Principal, School secretary and AFNORTH DELC-E	
600.8	Purchase – Classroom / Teacher / Furniture / Computer / Inventory	<ul style="list-style-type: none"> <li>✓ <input type="checkbox"/> Review OSAP requirements with Principal, School secretary and AFNORTH DELC-E as to particular Classes of purchase</li> <li>✓ <input type="checkbox"/> AFNORTH – Review D as to yearly payment to DoDDS ensuring student count is correct.</li> <li>✓ <input type="checkbox"/> Review school furniture and textbook inventory</li> <li>✓ <input type="checkbox"/> -Review school computer inventory</li> <li>✓ <input type="checkbox"/> SHAPE – Review LAN requirements</li> <li>✓ <input type="checkbox"/> Review furniture requirement for next school year. Agenda item for Leadership Meeting.</li> </ul>	
600.10	Administrative Support Staff Expectations	<ul style="list-style-type: none"> <li>✓ <input type="checkbox"/> Review OSAP 600.10.1 with each LEE employee.</li> <li>✓ <input type="checkbox"/> Review employee DND 667 with principal and employee.</li> <li>✓ <input type="checkbox"/> Review applicable OSAP duties and employees book of duties</li> <li>✓ <input type="checkbox"/> Review Annex A 610.10.3</li> </ul>	